

S. NO: -

Name.....

Add.....

Date.....

Membership No.....

Telephone No .....

To,

The Secretary  
Defence Services Officer's Institute  
Palam Vihar  
Gurgaon 122017

**PARTY BOOKING**

Dear Sir,

1. I wish to book a Party at the DSOI premises and shall be grateful if the necessary permission is accorded and the arrangements are made accordingly.

2. The details are given below: - Type of Party & Time (Please tick appropriate column)

Date .....

Lunch

Dinner

Tea Party

Time.....

Reception

Wedding

Cocktails

No of Persons.....

Venue Required.....

Relationship (Please specify relationship)

Self/Spouse/Son/Daughter

Grand Son & Daughter/ Relative  
(20%)

Real Brother/ Sister (10%)

Reciprocal Members / Civilians  
Guest (20%)

Name: .....

Date of Birth: .....

Dependent Card Deposited (Yes/ No)

Above particulars to be correct as per records

Observations: .....

(Manager Billing)

Advance Paid Rs \_\_\_\_\_ RCV No \_\_\_\_\_ Dated \_\_\_\_\_

3. This party is at normal rates/at \_\_\_\_\_ & rates. (To be filled in by the Office Staff)

4. This party Ser No is \_\_\_\_\_ (To be filled in by the Office Staff)

5. The final details regarding menu etc. will be intimated in due course and atleast 48 Hrs prior to the party.

Thanking you,

Yours faithfully,

**Calculation Chart**

Items	Rate	Total
Venue		
Catering		
Bar Establishment		
Decoration		
DJ		
Lighting		
Video		
Music system		
Furniture		
PA Equipment		
Projection System		
Total		

**Undertaking by the Member****1. Party Timings.**

Lunch	Dinner	Tea Party
1130 hrs – 1530 hrs	1900 hrs – 2300 hrs	1400 hrs- 1800 hrs

**(a) Additional charges on expiry of laid down timings will be as under:-**

Ser	Additional time for	1 <sup>st</sup> hour 1530h – 1630h 2300h – 0010h	Remarks
(a)	Hall Charges	Rs 1000/-	No extension of time beyond 1630h during day. Dinner no extension beyond 0010h.
(b)	Generator Charges	Rs 1000/-	// _____ //

- (b) For marriage –special booking beyond midnight, spl charges will be levied Rs 2000/- per hour.
- (c) Any Services beyond 1530 h & 2300 h bar staff and catering staff at the rate of Rs 150/- per man will be charged to the member.

	Location	Rates
	<b><u>LAWN AREA CHARGES</u></b>	
	Garden Area (350 to 400 PAX)	Rs 10000/-
	Swimming Pool Area (50 to 70 PAX)	Rs 3000/-
	<b><u>BANQUET HALL CHARGES</u></b>	
1 <sup>st</sup> Floor	Ruby (25 to 30 PAX)	Rs 1500/-
	Topaz (80 to 90 PAX)	Rs 4000/-
	Sapphire + Terrace (100 to 130 PAX)	Rs 5000/-+ Rs 2500/-
	Presidential lounge (50 to 60 PAX)	Rs 18000/-
2 <sup>nd</sup> Floor	Pearl (80 to 90 PAX)	Rs 4500/-
3 <sup>th</sup> Floor	Auditorium with projection facility	Rs 6000/- 04 hrs & 10000/- 8 hrs
	Ruby 3 <sup>rd</sup> Flr (25 to 30 PAX)	Rs 3500/-

**2. Banquet Hall Charges****3. Additional facilities will be charged as under: -**

- (a) Bar Establishment charges – Rs.700/- for Ruby, Rs.1500/- for Topaz, Rs.2500/- for Sapphire Hall, Rs.4000/- for lawn area.
- (b) Separate charges for Ice in Sapphire, Topaz, Diamond, Emerald & Pearl Rs 300/-, Ruby Rs 100/-, Ruby IIIrd floor Rs 200/-, Swimming Pool Rs 200/- & Lawn Area Rs 400/-.
- (c) Catering charges and facilities like Decoration, DJ etc will be charged as per contracted rates with outsourced Vendors. Food and Vendors under own arrangements are not permitted to operate.
- (d) All parties are to be fully prepaid one week in advance. Only on receipt of full payment the party will be organized. All party payments will be Cash/Cheque. Cash payments are acceptable only up to Rs. 20,000.00. Payments by local Cheque is acceptable only more than 7 days prior to the party date.
- (e) No Party will be booked with less than 48 hrs notice.
- (f) All the above charges are liable for revision as decided by the Managing Committee from time to time.
- (g) 30% chairs will be complementary. Additional furniture can be hired from the auth vendor.

**4. Miscellaneous:-**

- (a) Booking on telephone and without the member's presence will not be confirmed. It will be confirmed against full payment.
- (b) All payments (i.e. actuals +10% extra) will be made in Cash/by Demand Draft, in favour of DSOI Gurgaon in advance.
- (c) The host will be present till the duration of the party and will be responsible for the conduct of his guests.
- (d) Members booking the party will ensure that his guests are in possession of the invitation card (to avoid trespassing).
- (e) The Membership card will be given after the party for booking the expenses.
- (f) Hanging of buntings / balloons etc. and putting nails on walls /doors/frames of party room is prohibited. Only Authorized vendors will be used for decorations
- (g) If food has already been prepared prior to cancellation, the member will be charged for the food.

- (h) No refunds will be given for any arrangements not utilized due to reasons beyond its control like, strike by employees/ official functions /natural calamities or any other reason.
- (j) The Institute is closed on Tuesdays; hence there will be no booking on that day.
- (k) Sapphire will not be available for parties during lunchtime on Sundays.
- (n) The Institute can only cater for one big party and one small party from within the existing staff.
- (o) Liquor will be provided for members party only.
- (p) Banquet hall can be booked 180 days prior to the date of requirement.

5. In case VVIP's are attending the function, members hosting the function will submit a list of VVIP's and confirmation at least a week before the party date, in such cases ED pay for additional staff will be paid by the member.

6. **Cancellation Charges.** In case the function is cancelled, the members should inform in writing. Please note that cancellation on phone is not accepted. Refund of charges will be as follows:-

- |                      |                          |                         |                          |
|----------------------|--------------------------|-------------------------|--------------------------|
| (a) Prior to 8 weeks | - 10 % of booking amount | (b) 8 weeks – 4 weeks   | - 20 % of booking amount |
| (c) 4 weeks – 1 week | - 25 % of booking amount | (d) 1 week to 48 hrs    | - 30% booking amount     |
| (e) 48 hrs – 24 hrs  | - 50 % of booking amount | (f) On the day of party | - 100 %                  |

7. **Members can book parties as per the following rules:-**

- (a) For Real Brother/ Sister by paying 10% extra on the total bill.
- (b) For Reciprocal Members (Outstation clubs) by paying 20% extra on the total bill.
- (c) For Relative/Others by paying 20% extra on the total bill.

8. **Undertaking by the Member**

- (a) I will NOT invite any **FOREIGNER GUEST** for whom permission has not been accorded by respective service HQ (Army /Naval/ AF HQ). (Permission to be handed over to secretary prior event)
- (b) I hereby certify that:-
  - (i) Décor/Floral gates etc. will be placed only on 1<sup>st</sup> Floor and above No space will be used on Ground Floor.
  - (ii) Band, Ghori, Doli / Palki, Gas lights will not be brought inside the Institute. Live Band not permitted inside the premises.
  - (iii) 'Bhangra/Dance' will not be performed within 50 meters of the entrance gate and there will be no loud music on the loud speakers of the Band. However, Services Band duly seated on chairs is permitted in the lawn up to 2200 hrs. Shehnai is also permitted in the lawn.
  - (iv) Liquor in parties will only be served to entitled persons.
  - (v) The guests will be decently dressed. Kurta/Payjamas / Chappals / Dhotis not allowed.
  - (vi) The DJ / music volume will be kept low.
  - (vii) No payment will be made for any item direct to the vendor/contractor.
  - (viii) No left over food will be taken home by the host / member. Outside food will not be brought.
  - (ix) No hawan or any such ceremony will be solemnized in the premises.
  - (x) No pandit /granthi is permitted in main premises at G.F.
  - (xi) A card of marriage / reception will be handed over to I/C Banqueting.
  - (xii) The final bill will be settled immediately after the party.
  - (xiii) I will bring my membership card for booking the expenses.
  - (xiv) Services Jazz band will be permitted inside to play only till 10:30 PM.
  - (xv) The booking is in Cat I / Cat II, accordingly charges will be raised.

9. In case of marriage/reception, one invitation card will be handed over to the secretary.

10. Security Checks: A member booking the Banquet Hall/Lawns will ensure that his guests are in possession of the invitation card and show them to the security staff at the entry while attending function at the DSOI. To avoid any embarrassment to his guests, he is advised to print on the invitation cards, "Kindly bring the invitation card for security reasons" and also brief them suitably.

11. I .....Hereby give undertaking that I will not raise any claim/compensation for cancellation of the function/booking in DSOI due to reason beyond its control like natural Calumniating/Force Majure/Strike by the employees or for any other reason.

12. **I hereby certify that I have read the party rules. In case I default in any manner my membership may be terminated.**

(I/c Banqueting)

(Signature of Member)

## **CERTIFICATE**

1. Certified that I am aware of Dress regulations as mentioned in Para 8 (b) (v) of Party Booking Rules.
  
2. I undertake to make payment of Rs 2000/- per improperly dressed Guest in the Party. If I fail to do so, my membership may be terminated in accordance with Para 9 of Minutes of Mgt Committee meeting dated 24 Apr 2019.

Date:

(Signature of Member)  
(Rank\_\_\_\_\_Name\_\_\_\_\_)

Membership No \_\_\_\_\_